

**DEPARTMENT OF THE ARMY  
US ARMY GARRISON, ABERDEEN PROVING GROUND  
ABERDEEN PROVING GROUND, MARYLAND**

**NONAPPROPRIATED FUND POSITION ANNOUNCEMENT**

**NAF VACANCY ANNOUNCEMENT #OC06-04**

**OPEN: 14 APRIL 2004**

**NO CLOSING DATE**

**POSITION TITLE, SERIES, GRADE & PAY: CUSTODIAL WORKER (TRAINEE),  
NA-3566-01, Starting Salary \$6.70 per hour**

**NOTE: This is a developmental position. Selected candidates may be non-competitively promoted upon satisfactory performance and meeting the qualification requirements. Full performance level is NA-02.**

**LOCATION: Billeting Fund, Transient Lodging (Aberdeen Area and Edgewood Area),  
Aberdeen Proving Ground, Maryland**

**TYPE OF APPOINTMENT: Regular Full-time, Regular Part-time, Flexible or Limited Tenure depending upon the need at the time the position is filled. Work schedule may be Regular, Irregular or Rotating. Conversion from a Flexible or Limited Tenure appointment to a Regular Full-time or Regular Part-time may be made non-competitively. Benefits such as annual leave, sick leave, paid holidays, retirement, 401k, medical and life insurance may be elected only by Regular employees. Flexible employees are not eligible for benefits. In the event a flexible employee is converted to regular, benefits will be offered at that time.**

**AREA OF CONSIDERATION: Open to all interested candidates. Concurrent recruitment from all sources may result in this announcement not being used for a specific vacancy.**

**BRIEF DESCRIPTION OF DUTIES: As a trainee, develops skills and knowledge as a Custodial Worker. Is assigned progressively more responsible and detailed housekeeping duties. According to a general checklist and close supervision, cleans and maintains quarters by performing the following: washing, stripping, mopping, scrubbing, dusting, vacuuming, waxing, and polishing floors, walls, ceilings, doors, steps, hallways, windows, Venetian blinds, shower stall and bathroom fixtures, kitchen ranges, utensils and fixtures, refrigerators, living room and bedroom furniture and furnishings. Responsible for exchanging curtains, drapes and bedding, making beds, collecting and emptying trash, changing light bulbs, arranging furniture and furnishings. Will complete Daily Housekeeping Reports and assure security of quarters and property.**

## NAF VACANCY ANNOUNCEMENT #OC06-04 (CONTINUED)

### **QUALIFICATION REQUIREMENTS:**

1. No prior training or experience required.
2. Ability to follow simple oral and/or written instructions.
3. Ability to learn to use hand or light weight powered cleaning tools and equipment.

**Physical Requirements:** Moderate physical effort is used occasionally in moving furniture and setting up rooms for guests. Occasionally uses heavy powered cleaning equipment.

### **CONDITIONS OF EMPLOYMENT:**

1. **Direct Deposit:** As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action.
2. Appointment subject to satisfactory completion of Pre-employment checks.
3. You must present your Social Security Card when processed-in at the time of appointment.
4. You must complete DA Form 3433-1 (Supplemental Application Form) when selected. Failure to satisfactorily meet these requirements may result in separation.

### **HOW TO APPLY:**

1. Submit completed DA Form 3433 (NAF Application) or resume. You must indicate the vacancy announcement number in item 3 on DA Form 3433 or the upper right corner of your resume. Failure to clearly indicate the position for which you desire consideration may result in your not being considered.
2. Applicants must complete AMSSB-GCP Form 193 (Supplemental Form to Application for Nonappropriated Fund Employment – DA Form 3433).
3. All applicants must complete a DA Form 3433-1 (Supplemental Application Form) as a condition of employment when they are selected. You may elect to complete this form now or wait until a job offer is extended.
4. If **PRIOR MILITARY**, to receive Veteran's Preference a copy of your DD214 must be attached which shows nature of discharge (copy number 4).
5. To receive **SPOUSE EMPLOYMENT PREFERENCE**, you must furnish a copy of your spouse's PCS orders and complete the proper forms requesting preference (AMSSB-GCP Form 192). Refusal by the spouse to participate in established recruitment procedures (i.e. Interview, Knowledge's, Skills and Abilities where required, etc.) is considered a declination of employment and is a basis for termination of Spouse Employment Preference for the current PCS of the sponsor.
6. You must clearly reflect on your application/resume how you meet the qualification requirements. Failure to provide the required length of experience or skills will result in your being rated ineligible and you will not be referred for job consideration. It is recommended your review the qualifications against your application/resume to insure you have documented your experience that pertains to the specific vacancy requirements.
7. Your application/resume will be considered for this specific open continuous vacancy announcement only. This Open Continuous Announcement may be used to refer qualified

## **NAF VACANCY ANNOUNCEMENT #OC06-04 (CONTINUED)**

**HOW TO APPLY (CONTINUED):** applicants for referral each time a new request for referral is received. Your application will remain on file for six (6) months from the date of receipt by the Nonappropriated Funds Human Resources Office provided you are interested and available for employment. **If you are contacted and you fail to reply or decline, your application is permanently removed from our files for further consideration for future vacancies.** You may reapply in the event you become available at a later date. If you desire consideration for other vacancy announcements, you must submit another application following the requirements that pertain to that announcement.

**WHERE TO APPLY:** Applications may be submitted to the Nonappropriated Funds Human Resources Office, Lower Level, Building 305 or mailed to: USA Garrison-APG CPAC, 2201 Aberdeen Boulevard, ATTN: AMSSB-GCP-N, Aberdeen Proving Ground, MD 21005-5001 or via e-mail to: NAF@usag.apg.army.mil. Telephone: 410-278-5126. Fax 410-278-0684 Note -If you fax or e-mail your application, please keep your original since it will be required for our records if you are appointed.

**EQUAL OPPORTUNITY:** Department of the Army Nonappropriated Fund Instrumentalities are Equal Opportunity Employers. Consideration for placement and evaluation of qualifications will be made on a fair and equitable basis without regard to race, sex, creed, national origin, religion, color, lawful political or other affiliation, marital status, physical handicap, age, membership or non-membership in an employee organization. Department of the Army NAF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, notify the servicing NAF Human Resources Office. Requests for reasonable accommodation are made on a case-by-case basis.

**STATEMENT OF WHISTLEBLOWER PROTECTION:** Nonappropriated fund employees and applicants will be free from reprisal in making protected disclosures and the confidentiality of employees and applicants making such disclosures will be protected. Any civilian employee or applicants of a nonappropriated fund instrumentality who reasonably believes that a personnel action (including failure to take such action) was taken as reprisal for making a protected disclosure may file a complaint with DOD Inspector General. Such a complaint may be filed by calling the DOD Hotline toll-free (800) 424-9098 or COM (703) 693-5080 or DSN 223-5080 or by letter addressed to DOD Hotline, The Pentagon, Washington, DC 20301-1900.

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